**GUIDELINES FOR USING THE REFERENCE PRICE DATABASE SYSTEM (PRDB) BY SUBJECTS**

1. **Use of PRDB**
	1. Identification

To use the Reference Price Database System (PRDB) the user logs into the site <https://prdb.azhbr.gov.al>

The following image is displayed to the user, click on the icon



The "Log in" icon appears and is clicked



The user is identified by completing the credentials (e-mail, password) which he creates himself.



* 1. Register as a supplier (entity)

The user can register as a supplier by filling in the following fields: Name, Identification Code (Vat Number), type of supplier, section where it operates, e-mail and password, as well as attach the necessary documents.



All fields marked with (\*) are required.

After completing the above fields, the user must wait for a confirmation sent by the administrator (ARDA), after verifying the documents by the responsible persons, their account has become active.